

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

Monthly Meeting Wednesday, April 19, 2023

4:00 P.M. - This meeting will be held in Conference Room Town Hall or via

Zoom Conference Link: <https://us2web.zoom.us/j/89859293548>

Meeting ID: Dial number 898 5929 3548

Option 2: Dial-in number 1-929-205-6099

1. Call to order
2. Attendance
3. Minutes of: Regular Meeting of March 15, 2023
4. Matters Arising from Minutes
5. Public Comments
6. Correspondence
7. Director's Report
8. Treasurer's Report
9. President's Report
10. New Business:
 1. Update policy: Attendance by Electronic Means
11. Old Business:
 1. Event?
 2. Suggestion box/jar?
12. Any other business rightly before the board.
13. Adjournment

NEXT MEETING WEDNESDAY, May 17, 2023 AT 4:00 P.M.

Received April 17, 2023 @ 9:07 AM

Attest Brian Z. Bues
Goshen Town Clerk

Goshen Public Library
Director's Report
March 2023
Held April 19, 2023
All Meetings held on Zoom unless noted

Wednesday, March 1 – Story Time (in person) – 8 patrons
Monday, March 6 – Mark Albertson – 9 patrons
Tuesday, March 7 – Story Time (in person) – 5 patrons
Wednesday, March 8 – Story Hour (in person) – 10 patrons
Friday, March 10 – Rainbow Science (in person) – 9 patrons
Saturday, March 11 – 5 Wishes (hybrid) – 7 patrons
Monday – March 13 – Great Decisions – 7 patrons
Monday, March 13 – Tidy Up – 2 patrons
Tuesday, March 14 – Snow Storm
Tuesday, March 14 – Writers' Group – 2 patrons
Wednesday, March 15 – Story Time (in person) – 9 patrons
Thursday, March 16 – FREADom to Read (in person) – 12 people
Saturday, March 18 – All CT Reads Book Discussion (in person) – 4 patrons
Saturday, March 18 – Family Story Time (in person) – 4 patrons
Monday, March 20 – History Club – 6 patrons
Tuesday, March 21 – Story Time (in person) – 10 patrons
Wednesday, March 22 – Story Time (in person) – 5 children/5 adults
Friday, March 24 – Memory Jars (in person) – 12 patrons
Monday, March 27 – Great Decisions – 7 patrons
Tuesday, March 28 – Writers' Group – 3 patrons
Wednesday, March 29 – School Visit – 130 students

Statistics for March	2023	2022	2021	2020	2019
General Patron Visits	636	414	398	469	920
All Programs	136	236	104	37	102
Total Patron Visits	772	650	502	506	1022
Website Visits	1401 (1025)	1655 (1000)	2107(961)	3520 (1152)	1386
Computer	26	18	21	26	60

Hoopla

	2023	2022	2021	2020	2019
audio	38	20	38	30	9
movie & TV	16	11	9	3	4
Comics	0	0	1	0	4
music	1	1	1	0	8
eBook	17	13	18	10	3
total	72	45	67	43	28

Circulation Statistics

	2023	2022	2021	2020	2019
Adult Book Circulation	414	405	464	472	535
YA Book Circulation	18	11	6	27	33
Children's Book Circulation	388	345	299	328	403
Adult Periodicals	19	34	37	28	49
Children's Periodicals	1	0	0	2	4
Adult Videos/DVD	49	26	44	100	131
Children's Videos/DVD	0	4	10	29	69
Adult Sound Recordings	12	7	25	13	34
Children's Sound Recordings	0	0	1	2	12
Museum Passes	5	0	0	0	4
ILL's	56	37	48	45	67
Service Center	7	23	33	0	10
Checkout Activity	1007	943	1007	1128	1435
Year to Date	9072	11444	10722	14081	17969

OverDrive

eBooks Hold	134	109	101	106	85
eBooks	121	97	62	97	63
Audio Hold	91	58	82	83	71
Audio	122	97	84	97	99
OverDrive Magazine	4	12	6		

KANOPY

2023 = 40 plays 2022 = 33 plays 2021 = 23 plays 2020 = 30 plays 2019 = 10 plays

Town of Goshen
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
LIBRARY				
5003-21 · Clerical Wages - Library	0.00	668.00	-668.00	0.0%
5810-21 · Books Purchased	12,684.02	17,500.00	-4,815.98	72.48%
5237-21 · Computer Supplies	776.97	1,750.00	-973.03	44.4%
5238-21 · Computer Support	5,768.47	6,700.00	-931.53	86.1%
5232-21 · Equipment Repair	-0.10	250.00	-250.10	-0.04%
5220-21 · Legal Notices	0.00	25.00	-25.00	0.0%
5001-21 · Library Director	43,791.84	58,389.00	-14,597.16	75.0%
5002-21 · Library Staff Wages	53,521.68	69,287.00	-15,765.32	77.25%
5223-21 · Meetings & Dues	839.50	800.00	39.50	104.94%
5215-21 · Mileage Reimbursements	252.07	750.00	-497.93	33.61%
5250-21 · Miscellaneous	0.00	75.00	-75.00	0.0%
5211-21 · Office Supplies	367.95	800.00	-432.05	45.99%
5813-21 · Other Media Purchases	1,520.53	3,500.00	-1,979.47	43.44%
5811-21 · Periodicals Purchased	1,760.84	1,900.00	-139.16	92.68%
5214-21 · Postage	525.46	1,100.00	-574.54	47.77%
5235-21 · Professional Development	35.00	300.00	-265.00	11.67%
5850-21 · Programming	20.96	400.00	-379.04	5.24%
5217-21 · Supplies	149.12	200.00	-50.88	74.56%
5812-21 · Videos Purchased	1,283.82	2,500.00	-1,216.18	51.35%
Total LIBRARY	<u>123,298.13</u>	<u>166,894.00</u>	<u>-43,595.87</u>	<u>73.88%</u>
Total Expense	<u>123,298.13</u>	<u>166,894.00</u>	<u>-43,595.87</u>	<u>73.88%</u>
Net Ordinary Income	<u>-123,298.13</u>	<u>-166,894.00</u>	<u>43,595.87</u>	<u>73.88%</u>
Net Income	<u><u>-123,298.13</u></u>	<u><u>-166,894.00</u></u>	<u><u>43,595.87</u></u>	<u><u>73.88%</u></u>

Attendance by Electronic Means
Policy of the Goshen Public Library

Any member of the Goshen Public Library Board of Directors may attend a special or regular meeting of the Board by means of electronic media (e.g. Skype, Oovoo, Teleconferencing, and Zoom etc.). Any member in attendance by electronic means will retain the rights, duties, and privileges of a Board member physically present at the meeting. Such member will be counted as "present" for the purpose of attaining a quorum and recorded in the minutes of the meeting as "Present by Means of Electronic Device".

First approved – July 14, 2015

Reviewed – September 22, 2020

GOSHEN PUBLIC LIBRARY BOARD OF DIRECTORS

TREASURER'S REPORT

Wednesday, April 19, 2023

Funds held by the Town of Goshen for Goshen Public Library purposes only:

1. Harmon Fund – TSB Acct # xxxxxx11450

The Harmon Fund is held in a Certificate of Deposit and a Money market account, both at Torrington Savings Bank (TSB).

Beginning Balance:		\$ 5,021.45
• On March 31: Deposit Interest Transfer from *5289 TD:	\$ 7.43	
• On March 31: Credit Interest:	\$ <u>0.43</u>	
Total:	\$ 7.86	\$ <u>7.86</u>
The ending balance on March 31st, 2023:		\$ 5,029.31

No withdrawals were made from the Money Market account in January.

2. The Library Fund

The balance of the due/to fund remains at \$8,928.87, as per the last report.

Funds Held/Managed By Foundations

1. Connecticut Community Foundation – Advised Fund - # 00382

Fund Statement from 1/1/2023 thru 3/31/2023 indicates :

Beginning Balance:		\$ 32,201.97
• Dividends & Interest, net of fees:	\$ 194.62	
• Capital Gain - Realized:	-\$ 165.80	
• Capital Gain - Unrealized :	\$ <u>1,670.23</u>	
• Total Revenue:	\$ <u>1,699.05</u>	
Administrative fees -	-\$ <u>104.66</u>	
Total Change in Balance:	\$ 1,594.39.	\$ <u>1,594.39</u>
The ending balance and "Available to Spend" amount is:		\$ 33,796.36

2. Connecticut Community Foundation – Donor Fund - #00443

Fund Statement from 1/1/2023 thru 3/31/2023 indicates

Beginning Balance :		\$ 114.28
• Interest, net of fees:	\$ 0.69	
• Capital Gain- Realized (-0.59/ Unrealized (5.93):	\$ <u>5.34</u>	
Net Income :	\$ <u>6.03</u>	
• Administrative Fees:	- \$ <u>0.37</u>	
Total Change in Fund Balance:	\$ <u>5.66</u>	\$ <u>5.66</u>
The Ending Fund Balance and "Available to Spend" is:		\$ 119.94